



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

DIRECTOR OF PLANNING & DEVELOPMENT AIRPORT

POSTING DATE: March 26, 2015

RATE OF PAY: \$64,544 annually

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: April 6, 2015

POSITION STATUS: Regular Full-Time

CLASSIFICATION GRADE: 22 SR Management

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for all aspects of planning and development at the Burlington International Airport, as well as grant management.

ESSENTIAL FUNCTIONS:

- Coordinate total airport improvement program, including but not limited to strategic planning of improvements, development of airport Master Plan, and coordination of federal, state and local funding, and implementation of project process.
- Review of project applications, payment applications as well as grant offers and amendments for federal funding.
- Coordinate consultant selection process as per Federal regulations. Work with selected consultants on preparation of scope of work, negotiating engineering/consultant costs, preparing and processing contract elements.
- Review plans and specifications for Airport Improvement Projects and coordinate appropriate approvals with the Director of Aviation. Ensure that projects are properly advertised and bid. Review pre-qualification of contractors, and recommend award of contracts.
- Monitor airport construction projects; work with project managers, including the Director of Maintenance and the Director of Engineering and Environmental Compliance and other resident engineers and consultants to resolve any construction related issues that may occur during the course of a project.
- Prepare and review requests for proposals and qualifications for airport maintenance projects.
- Responsible for ADA and DBE activities for the airport.
- Develop FAA annual capital budget proposal.
- Assist in developing annual operating capital budget.
- Coordinate airport planning and development with Act 250, South Burlington Planning Office, Chittenden County Metropolitan Planning Office, VAOT, FAA, and other local, state, and federal agencies.
- Represent the Airport at various public meetings as directed.
- Assists in preparation of grant applications for Federal and State funding under Airport Improvement, Passenger Facility Charge and other funding programs
- Maintains grant program files.
- Assists in preparing recommendations for award of contracts, and finance board and city council approval documentation.
- Assists in the preparation of contract awards, amendments, change orders, claims and payment requests for engineering and planning projects.

- Coordination of airport land acquisition projects and property management programs, including coordination with relocation assistance consultants, home owners, and tenants through the preparation of offer letters, purchase and sales agreements and other related communications.
- Conducts the related activities necessary to administer Federal grant programs including preparation of grant applications, detailed submittal of payment applications, and project closeout documentation necessary to satisfy Federal requirements.
- Prepares reconciliation documentation of engineering records with COB Treasurer's office records.
- Maintains an inventory and monitoring system for the tracking of grants/contracts through excel database spreadsheets. through excel databases by populating with
- Track contract payments, force accounts and all related expenditures.
- Data entry of Federal and State grant payments received against expenditures.
- Ensures timely reimbursement of grant funds from applicable agencies by having
- Knowledge of federal processes and following up with respective Federal and State agencies. Review and coordinate timelines. Monitors deadlines and expiration dates.
- Assist the Financial Assistant and the Airport Financial Advisor in preparing, tracking and reconciling Accounts Payable accounts and all airport receivables.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree and three years of experience in financial accounting or project management.
- Experience with municipal or government finance and operations required
- Experience with Airport Finance and Operations preferred.
- Knowledge of basic principles, practices and techniques of Federal and state grant administration, and familiarity with Federal, state and local funding processes and programs preferred. Knowledge of federal, state and local regulations associated with land acquisition, environmental issues, and airport design standards essential.
- Knowledge of the contracts, forms, terminology and procedures used in grants/contracts administration preferred.
- Knowledge of ADA and Disadvantaged Business Enterprise programs and processes important.
- Ability to interact with various agencies, contractors, architects and the federal and state government.
- Ability to communicate effectively orally and in writing with the public and coworkers.
- Familiarity with a variety of office equipment and computer systems including spreadsheets and word processing.
- Attention to detail and accuracy required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR .

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.